| ORDER | **DEPARTMENT OF TRANSPORTATION**
FEDERAL AVIATION ADMINISTRATION | 1300.14 |

10/16/81

SUBJ: REGIONAL PROJECT ASSIGNMENT PROCEDURES

1. <u>PURPOSE</u>. This order establishes a nationally standardized program for assigning tasks/projects to regional air traffic divisions.

2 <u>DISTRIBUTION</u>. This order is distributed to Air Traffic branches and above in Washington and regional headquarters; information copies to all air traffic field offices and facilities.

3 <u>BACKGROUND</u>. Air Traffic Service's (Washington Headquarters) resources have been reduced and thereby many air traffic control national programs cannot be satisfactorily completed on time. Since national programs affect all regions, the concept of having regional participation in program formulation suggests more regional involvement. The assistance supplied by regions in conjunction with the Air Traffic Service would be complemented by both sources of talent, thus producing a better national program for the air traffic control system.

4. <u>RESPONSIBILITY</u>.

   a. Headquarters air traffic divisions and staffs serving as project manager shall:

     (1) Determine the necessity of assigning project to region.

     (2) Coordinate with AAT-10 to determine which regions are candidates for a project assignment.

     (3) Coordinate with region identified by AAT-10 as a possible candidate for the project assignment to determine if they have the necessary resources to accept and complete the assignment.

     (4) Prepare briefing for AAT-1 on project, i.e., assignment, desired results, due date, etc.

     (5) Forward to region accepting assignment the following:

          (a) Specific details about the assignment.

          (b) Provide background/information on project as appropriate.

(c)   Desired outcome of assignment.

(d)   Identify if progress reports will be required.

(e)   Date completed assignment is due in Washington Headquarters.

(f)   Name and telephone number of the person serving as the headquarters' focal point.

(6)   Accomplish any coordination that is required with the military or organizations at the national level.

(7)   Prepare a briefing for AAT-1 on the completed project.

(8)   Finalize the project for publication.

b.   AAT-10 shall:

(1)   Control assignments to regions to ensure a balanced distribution of projects.

(2)   Advise headquarters initiating office of regions that are candidates for project assignments.

c.   Regional Air Traffic Division shall:

(1)   Determine if it has the necessary resources to accept and complete a national project assignment.   If resources permit accepting the assignment.

(a) Ensure it has a complete understanding of the nature of the assignment and what is expected.

(b)   Forward the name of the regional contact to the headquarters staff/division that made the initial assignment.

(c)   Develop a concept paper, outline, or proposal for the assignment as appropriate.

(d)   Coordinate with other regions and/or headquarters for comments.

(e)   Request headquarters perform any required coordination with the military or organizations at the national level.

(f)   Forward project progress reports to headquarters as required.
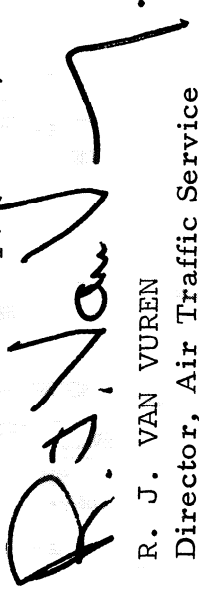
(g) Analyze regional/headquarters responses and prepare a summary with recommendations.

NOTE: Carefully analyze responses and prepare the summary to avoid any parochialism in favor of your own needs. Keep in mind that national projects must meet the entire needs of the NAS system.

(h) Forward the completed package to the initiating headquarters division/staff and include:

<u>1</u> Copy of the concept paper, outline, or proposal.

<u>2</u> All comments received.

<u>3</u> Summary of analysis of comments.

<u>4</u> Recommendation.

<u>5</u> Regional cost for completing project, i.e., manhours, salary, travel, etc.

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